COMMISSION COORDINATOR

Michigan Asian Pacific American Affairs Commission (MAPAAC)

Job Description

- Report to Chair and the Executive Committee and execute duties as assigned.
- Attend all meetings and represent Commission at state and MAPAAC community meetings.
- Schedule and coordinate quarterly commission meetings and individual meetings for commissioners for activities/events and arrange for food and beverages, as needed.
- Board Liaison for the Commission with the Governor's Appointment Office and attend quarterly meetings and inform the Chair and executive committee with meeting summaries.
- Draft meeting minutes and meeting summaries and follow up as needed to ensure completion of necessary outcomes.
- Maintain Commission's website and constant updates, as well as coordinating and updating Commissioner's photos and profiles for website.
- Oversee Commission budget, process invoices, commissioner's expenses reimbursements and work with LEO's finance team for approval to Chair or Commission Trustee on processing the invoices and address any payment issues and SIGMA vendor registrations.
- Draft press releases and articles for Commission and submit them for approval to the Chair and LEO communication dept.
- Draft and create communications and marketing for Commission and events-related activities (Commission brochure, flyers, program books, awards, program book ads for community events, community surveys, etc.…)
- Take photos of events and post on Facebook and Web site and any other previously approved social/media outlets (e.g. LEO and OGM). Inform the communities of MAPAAC and create partnerships and collaboration.
- Share State of Michigan programs and information with the communities.
- Work with the MAPAAC communities and media outlets to coordinate and publish Commission's activities and interest stores.
- Maintain a dashboard of strategic priorities and give quarterly updates at meetings.
- Coordinate and attend Commission community town hall meeting sand write summaries to share.
- Oversee special events assigned.

Updated on November 4, 2019